



GOVERNMENT OF INDIA

Chandigarh Administration Gazette

Published by Authority

No. 6] CHANDIGARH, THURSDAY, JANUARY 23, 2020 (MAGHA 3, 1941 SAKA)

CHANDIGARH ADMINISTRATION

EDUCATION DEPARTMENT

Notification

The 6th January, 2020

No. DHE-UT-C4-12(57)96.—In exercise of the powers conferred by the Proviso to Article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs Notification S.O. No. 3267, dated 1st November, 1966, the Administrator, Union Territory, Chandigarh makes the following rules, regulating the method of recruitment to Group 'C' posts in the Chandigarh Education Department (College Cadre), Chandigarh Administration namely :—

1. **Short title and commencement.**—(i) These rules may be called the Chandigarh Education Department (College Cadre) (Miscellaneous Categories), (Group 'C') Recruitment Rules, 2019.
(ii) They shall come into force on the date of their publication in the Official Gazette.
2. **Application.**—These rules shall apply to the posts specified in column No. 1 of the Schedule annexed to these rules.
3. **Number of Posts, Classification and Scale of Pay.**—The number of posts, their classification and the scales of pay shall be as specified in columns 2 to 4 of the said schedule.
4. **Method of Recruitment, age limit and qualification, etc.**—The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the said schedule.

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5. **Disqualification.**—No person,—

- (a) Who has entered into or contracted a marriage with a person having a spouse living.

OR

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(b) Who, having a spouse living, has entered into or contracted a marriage, with any person, shall be eligible for the appointment to the said posts :

Provided that the Administrator, Union Territory of Chandigarh may, if satisfied that such marriage is permissible under the personal Law applicable to such person an other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax.—Where the Administrator, Union Territory is of Chandigarh is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of persons.

7. Savings.—Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other Special Categories of persons in accordance with the orders issued by Chandigarh Administration from time to time in this regard.

Secretary, Education
Chandigarh Administration.

SCHEDULE

1	2	3
1.	Name of Post	Hostel Nurse
2.	No. of Post	*04 *Subject to variation dependent on work load
3.	Classification of post	General Central Civil Services (Group 'C') Ministerial
4.	Scale of Pay	10300-34800+ 3200 GP
5.	Whether selection post or non selection post	Not Applicable
6.	Age limit for direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.
7.	Educational and other qualification required for direct recruits	10+2 with science from a recognized Board; and diploma in GNM (3 years) and should have studied Punjabi/Hindi upto Matric and should be registered as 'A' Division Nurse with Pharmacy Council of UT/State/Central Govt.
		OR
		B.Sc. Nursing ;
		AND
		Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,— <i>vide</i> letter No. 28/69-IH912)/Pers. and Trg. 2019/8006 dated 20th May, 2019).
8.	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees	Not Applicable
9.	Period of Probation, if any	Three years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	By Deputation : From the officials of Punjab/Haryana state Govt./Union Territory Administrations holding analogous posts on regular basis. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department shall ordinarily not exceed one year).
12.	If a Departmental Promotion Committee exists what is its composition	Not applicable
13.	Circumstances in which UPSC is to be consulted in making direct recruitment	Not applicable

SCHEDULE

1	2	3
1.	Name of Post	Technologist
2.	No. of Post	*01 *Subject to variation dependent on work load
3.	Classification of post	General Central Civil Services (Group 'C') Non-Ministerial
4.	Scale of Pay	10300-34800+ 3000GP
5.	Whether selection post or non selection post	Not Applicable
6.	Age limit for direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidate in accordance with the instructions issued by the Chandigarh Administration from time to time).
7.	Educational and other qualification required for direct recruits	Bachelor degree/BSc (computer Science/B.Sc(IT), Graduation with PGDCA or its equivalent ; AND Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,— <i>vide</i> letter No. 28/69-IH 912)/Pers. and Trg. 2019/8006 dated 20th May, 2019).
8.	Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees	Not Applicable
9.	Period of Probation, if any	Three years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/ deputation/transfer is to be made	By Deputation : From the officials of Punjab/Haryana state Govt./Union Territory Administrations holding analogous posts having five years regular service in the cadre (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed three years).
12.	If a Departmental Promotion Committee exists what is its composition	Not applicable
13.	Circumstances in which UPSC is to be consulted in making direct recruitment	Not applicable

SCHEDULE

1	2	3
1.	Name of Post	Senior Laboratory Attendant
2.	No. of Post	*53 *Subject to variation dependent on work load
3.	Classification of post	General Central Civil Services (Group 'C') Ministerial
4.	Scale of Pay	5910-20200+ 1900 GP
5.	Whether selection post or non selection post	(i) Selection by merit in case of direct recruitment (ii) Selection-cum-Seniority in case of promotes
6.	Age limit for direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time).
7.	Educational and other qualification required for direct recruits	10+2 with Science from a recognized board or its equivalent ;

AND

Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,—*vide* letter No. 28/69-IH912)/ Pers. and Trg. 2019/8006, dated 20th May, 2019)

8. Whether age and educational qualification prescribed for Direct Recruits will apply in the case of Promotees

Age-No
Educational Qualification-should be matriculate with Science from recognized board or its equivalent

9. Period of Probation, if any

(i) Three years in case of direct Recruitment
(ii) One year in case of Promotion

10. Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods

(i) 75% by Direct Recruitment failing which by deputation
(ii) 25% by promotion from amongst the Group 'D' employees failing which by deputation

11. In case of recruitment by promotion/deputation/transfer grades from which promotion/ deputation/transfer is to be made

By Promotion :
From amongst Group 'D' with five years regular service in the cadre fulfilling educational qualification as per Colum 7 ;

AND

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Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,—*vide* letter No. 28/69-IH912)/Pers. and Trg. 2019/8006, dated 20th May, 2019)

By Deputation :

From the officials of Punjab/Haryana State Govt./Union Territory Administrations holding analogous posts on regular basis

(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed one year).

12. If a Departmental Promotion Committee exists what is its composition

13. Circumstances in which UPSC is to be consulted in making direct recruitment

Not applicable

Yes Group C DPC for Promotion :

1. Director Higher Education—**Chairman**
2. Head of Institution Concerned—**Member**
3. Director Social Welfare or Representative

SCHEDULE

1	2	3
1.	Name of Post	Junior Lecture Assistant
2.	No. of Post	*42 *Subject to variation dependent on work load
3.	Classification of post	General Central Civil Services (Group 'C') Ministerial
4.	Scale of Pay	5910-20200+ 2800 GP
5.	Whether selection post or non selection post	Not Selection
6.	Age limit for direct Recruits	Not Applicable
7.	Educational and other qualification required for direct recruits	Not Applicable
8.	Whether age and educational Qualification prescribed for Direct Recruits will apply in the case of Promotees	Not Applicable
9.	Period of Probation, if any	No Probation
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by Direct promotion failing which by deputation
11.	In case of recruitment by promotion/ deputation/transfer grades from which promotion/deputation/ transfer is to be made	Promotion : From amongst Senior Lab Attendant having five year regular service in the cadre after appointment thereto;

AND

Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,—*vide* letter No. 28/69-IH912)/Pers. and Trg. 2019/8006, dated 20th May, 2019).

By Deputation :

From the officials of Punjab/Haryana State Govt./ Union Territory Administrations holding analogous posts on regular basis

(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department shall ordinarily not exceed one year).

12. If a Departmental Promotion Committee exists what is its composition	Yes Group C DPC for Promotion : 1. Director Higher Education— Chairman 2. Head of Institution Concerned— Member 3. Director Social Welfare or Representative
13. Circumstances in which UPSC is to be consulted in making direct recruitment	Not applicable

SCHEDULE

1	2	3
1.	Name of Post	Senior Lecture Assistant
2.	No. of Post	*22 *Subject to variation dependent on work load
3.	Classification of post	General Central Civil Services (Group 'C') Ministerial
4.	Scale of Pay	10300-34800+ 3200 GP
5.	Whether selection post or non selection post	Non Selection
6.	Age limit for direct Recruits	Not Applicable
7.	Educational and other qualification required for direct recruits	Not Applicable
8.	Whether age and educational Qualification prescribed for Direct Recruits will apply in the case of Promotees	Not Applicable
9.	Period of Probation, if any	No Probation
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by Direct promotion failing which by deputation
11.	In case of recruitment by promotion/ deputation/transfer grades from which promotion/deputation/transfer is to be made	<p>Promotion : From amongst Junior Lecture Assistant having five year regular service in the cadre after appointment thereto ;</p> <p>AND</p> <p>Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,—<i>vide</i> letter No. 28/69-IH912)/Pers. and Trg. 2019/8006, dated 20th May, 2019).</p> <p>By Deputation : From the officials of Punjab/Haryana State Govt./ Union Territory Administrations holding analogous posts on regular basis.</p> <p>(The period of deputation including the period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/ department shall ordinarily not exceed one year).</p> <p>Yes Group C DPC for Promotion:</p> <ol style="list-style-type: none"> 1. Director Higher Education—Chairman 2. Head of Institution Concerned—Member 3. Director Social Welfare or Representative
12.	If a Departmental Promotion Committee exists what is its composition	
13.	Circumstances in which UPSC is to be consulted in making direct recruitment	Not applicable

SCHEDULE

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1. Name of Post	Driver (for staff car and heavy duty vehicle)	
2. No. of Post	*07 *Subject to variation dependent on work load	
3. Classification of post	General Central Civil Services (Group 'C') Non Gazetted Non-Ministerial	
4. Scale of Pay	5910-20200+ 2400 GP	
5. Whether selection post or non selection post	(i) Selection by merit in case of direct recruitment. (ii) Selection-cum-Seniority in case of promotees.	
6. Age limit for direct Recruits	Staff Car (Between 20 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.	

Heavy duty vehicle :

(Between 25 years and 37 years) (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.

7. Educational and other qualification required for direct recruits

Staff Car Driver :

- (i) Matriculation from recognized board/Institution
- (ii) Driving License of 'Light Motor Vehicle' (LMV) or Light Transport Vehicle.
- (iii) One year experience of driving 'Light Motor Vehicle or Light Transport Vehicle(LMV)

Driver (Heavy duty vehicle) :

- (i) Matriculation from recognized board/Institution
- (ii) Driving License of Transport Vehicle.
- (iii) Five years experience of driving transport vehicle;

AND

Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,—*vide* letter No. 28/69-IH912)/Pers. and Trg. 2019/8006, dated 20th May, 2019).

1	2	3
8.	Whether age and educational Qualification prescribed for Direct Recruits will apply in the case of Promotees	Education Qualification-yes Age-No.
9.	Period of Probation, if any	(i) Three years in Direct Recruitment (ii) One year in case of Promotion
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	(i) 75% by Direct Recruitment failing which by deputation (ii) 25% by promotion
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	By Promotion : From amongst the Group 'D' employees in the cadre after appointment there to and fulfilling educational qualification as per column 7 ;
		AND
		Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,— <i>vide</i> letter No. 28/69-IH912/Pers. and Trg. 2019/8006, dated 20th May, 2019).
		By Deputation :
		From the officials of Punjab/Haryana State Govt./Union Territory Administrations holding analogous posts on regular basis.
		(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed one year).
12.	If a Departmental Promotion Committee exists what is its composition	Yes Group C DPC for Promotion: 1. Director Higher Education—Chairman 2. Head of Institution Concerned—Member 3. Director Social Welfare or Representative
13.	Circumstances in which UPSC is to be consulted in making direct recruitment	Not applicable

SCHEDULE

1	2	3
1.	Name of Post	Tabla Instructor
2.	No. of Post	*14 *Subject to variation dependent on work load
3.	Classification of post	General Central Civil Services (Group 'C') Non Gazetted Ministerial
4.	Scale of Pay	10300-34800+ 3200 GP
5.	Whether selection post or non selection post	Not Applicable
6.	Age limit for Direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.
7.	Educational and other qualification required for direct recruits	Graduation with music in Tabla from a recognized university; AND Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,— <i>vide</i> letter No. 28/69-IH912)/Pers. and Trg. 2019/8006, dated 20th May, 2019).
8.	Whether age and educational Qualification prescribed for Direct Recruits will apply in the case of Promotees	Not Applicable
9.	Period of Probation, if any	Three years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	By Deputation : From amongst the officials of Punjab/Haryana State Govt./Union Territory Administrations holding analogous posts on regular basis. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department shall ordinarily not exceed one year)..
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making direct recruitment	Not applicable

SCHEDULE

1	2	3
1.	Name of Post	Lab Technician
2.	No. of Post	*01*Subject to variation dependent on work load
3.	Classification of post	General Central Civil Services (Group 'C') Non Ministerial
4.	Scale of Pay	5910-20200+ 2400 GP
5.	Whether selection post or non selection post	Not Applicable
6.	Age limit for direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.
7.	Educational and other qualification required for direct recruits	10+2 from recognized board/Institution or 3 years regular diploma in Computer Electronics ;
		AND
8.	Whether age and educational Qualification prescribed for Direct Recruits will apply in the case of Promotees	Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,— <i>vide</i> letter No. 28/69-IH912)/Pers. and Trg. 2019/8006, dated 20th May, 2019).
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	Three years 100% by Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion/ deputation/transfer grades from which promotion/deputation/transfer is to be made	By Deputation : From the officials of Punjab/Haryana State Govt./Union Territory Administrations holding analogous posts having five years regular service in the cadre. (The period of deputation including the period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed one year).
12.	If a Departmental Promotion Committee exists what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making direct recruitment	Not applicable

SCHEDULE

1	2	3
1.	Name of Post	Museum and Herbarium Assistant
2.	No. of Post	*01 *Subject to variation dependent on work load
3.	Classification of post	General Central Civil Services (Group 'C') Non Ministerial
4.	Scale of Pay	5910-20200+ 2000 GP
5.	Whether selection post or non selection post	Not Applicable
6.	Age limit for direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.
7.	Educational and other qualification required for direct recruits	Matriculation with Science and Drawing from recognized board/Institution ;
		AND
8.	Whether age and educational Qualification prescribed for Direct Recruits will apply in the case of Promotees	Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,— <i>vide</i> letter No. 28/69-IH912)/Pers. and Trg. 2019/8006, dated 20th May, 2019).
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	Three years
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	100% by Direct Recruitment failing which by deputation
12.	If a Departmental Promotion Committee exists what is its composition	By Deputation : From the officials of Punjab Haryana State Govt./Union Territory Administrations holding analogous posts having five years regular service in the cadre. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed one year).
13.	Circumstances in which UPSC is to be consulted in making direct recruitment	Not Applicable
		Not applicable

SCHEDULE

1	2	3
1.	Name of Post	Instrument Mechanic
2.	No. of Post	*01 *Subject to variation dependent on work load
3.	Classification of post	General Central Civil Services (Group 'C') Non Ministerial
4.	Scale of Pay	5910-20200+1950 GP
5.	Whether selection post or non selection post	Not Applicable
6.	Age limit for direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.
7.	Educational and other qualification required for direct recruits	10+2 from recognized board/Institution or 2 years Diploma of ITI in Instrument Mechanic; AND Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,— <i>vide</i> letter No. 28/69-IH912)/Pers. and Trg. 2019/8006, dated 20th May, 2019).
8.	Whether age and educational Qualification prescribed for Direct Recruits will apply in the case of Promotees	Not Applicable
9.	Period of Probation, if any	Three years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	By Deputation : From the officials of Punjab/Haryana State Govt./Union Territory Administrations holding analogous posts having five years regular service in the cadre. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed one year).
12.	If a Departmental Promotion Committee exists what is its composition	Not applicable
13.	Circumstances in which UPSC is to be consulted in making direct recruitment	Not applicable

SCHEDULE

1	2	3
1.	Name of Post	Film Operator
2.	No. of Post	*02 *Subject to variation dependent on work load
3.	Classification of post	General Central Civil Services (Group 'C') Non Ministerial
4.	Scale of Pay	5910-20200+1900 GP
5.	Whether selection post or non selection post	Not Applicable
6.	Age limit for direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.
7.	Educational and other qualification required for direct recruits	Graduation with PG diploma in computer Science or its equivalent;
		AND
8.	Whether age and educational Qualification prescribed for Direct Recruits will apply in the case of Promotees	Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,— <i>vide</i> letter No. 28/69-IH912)/Pers. and Trg. 2019/8006, dated 20th May, 2019).
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	Three years 100% by Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	By Deputation : From the officials of Punjab/Haryana State Govt./Union Territory Administrations holding analogous posts heaving five years regular service in the cadre. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department shall ordinarily not exceed one year).
12.	If a Departmental Promotion Committee exists what is its composition	Not applicable
13.	Circumstances in which UPSC is to be consulted in making direct recruitment	Not applicable

SCHEDULE

1	2	3
1.	Name of Post	Conductor
2.	No. of Post	*02 *Subject to variation dependent on work load
3.	Classification of post	General Central Civil Services (Group 'C') Non Ministerial
4.	Scale of Pay	5910-20200+1900 GP
5.	Whether selection post or non selection post	Not Applicable
6.	Age limit for direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.
7.	Educational and other qualification required for direct recruits	10+2 from recognized board/Institutions and heaving Conductor License.
		AND
8.	Whether age and educational Qualification prescribed for Direct Recruits will apply in the case of Promotees	Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,— <i>vide</i> letter No. 28/69-IH912/Pers. and Trg. 2019/8006, dated 20th May, 2019).
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	Three years 100% by Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion/ deputation/transfer grades from which promotion/deputation/ transfer is to be made	By Deputation : From the officials of Punjab/Haryana State Govt./Union Territory Administrations holding analogous posts heaving five years regular service in the cadre. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department shall ordinarily not exceed one year).
12.	If a Departmental Promotion Committee exists what is its composition	Not applicable
13.	Circumstances in which UPSC is to be consulted in making direct recruitment	Not applicable

SCHEDULE

1	2	3
1.	Name of Post	Book Binder
2.	No. of Post	*05 *Subject to variation dependent on work load
3.	Classification of post	General Central Civil Services (Group 'C') Non Ministerial
4.	Scale of Pay	5910-20200+1900 GP
5.	Whether selection post or non selection post	Not Applicable
6.	Age limit for direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.
7.	Educational and other qualification required for direct recruits	10+2 from recognized board/Institutions with atleast two years experience as Book Binder;
		AND
		Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,— <i>vide</i> letter No. 28/69-IH912)/Pers. and Trg. 2019/8006, dated 20th May, 2019).
8.	Whether age and educational Qualification prescribed for Direct Recruits will apply in the case of Promotees	Not Applicable
9.	Period of Probation, if any	Three years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made	By Deputation : From the officials of Punjab/Haryana State Govt./Union Territory Administrations holding analogous posts heaving five years regular service in the cadre. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed one year).
12.	If a Departmental Promotion Committee exists what is its composition	Not applicable
13.	Circumstances in which UPSC is to be consulted in making direct recruitment	Not applicable

SCHEDULE

1	2	3
1.	Name of Post	Library Restorer
2.	No. of Post	*38 *Subject to variation dependent on work load
3.	Classification of post	General Central Civil Services (Group 'C') Non Gazetted Ministerial
4.	Scale of Pay	5910-20200+2000 GP
5.	Whether selection post or non selection post	<p>(i) Selection by merit in case of direct recruitment.</p> <p>(ii) Selection-cum-Seniority in case of promotees.</p>
6.	Age limit for direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.
7.	Educational and other qualification required for direct recruits	10+2 with Certificate course in Library Science and One year Apprentice
OR		
10+2 with Diploma in Library Science		
AND		
Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,— <i>vide</i> letter No. 28/69-IH912)/Pers. and Trg. 2019/8006, dated 20th May, 2019).		
8.	Whether age and educational Qualification prescribed for Direct Recruits will apply in the case of Promotees	Not Applicable
9.	Period of Probation, if any	<p>(i) Three years in case of Direct Recruitment</p> <p>(ii) 1 year in case of Promotion</p>
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	<p>(i) 75% by Direct Recruitment failing which by deputation</p> <p>(ii) 25% by promotion from amongst the Group 'D' employees failing which by deputation</p>

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11. In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer is to be made

By Promotion :

From amongst Group 'D' having five years regular service in the cadre after appointment thereto and who possesses the educational qualification prescribed for direct recruitment under column 7;

AND

Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration,—*vide* letter No. 28/69-IH912)/Pers. and Trg. 2019/8006, dated 20th May, 2019).

By Deputation :

From the officials of Punjab/Haryana State Govt./Union Territory Administrations holding analogous posts on regular basis

(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed one year).

12. If a Departmental Promotion Committee exists what is its composition

Yes Group C DPC for Promotion :

1. Director Higher Education—**Chairman**
2. Head of Institution Concerned—**Member**
3. Director Social Welfare or Representative

13. Circumstances in which UPSC is to be consulted in making direct recruitment

Not applicable

CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
ESTATE-I BRANCH

Notification

The 31st December, 2019

No. 31/1/452-UTFI(4)-2019/21411.—In continuation of notification bearing No. 31/1/452-UTFI(4)-2018/21050, dated 14.11.2018 and No. 31/1/452-UTFI(4)-2019/10206, dated 27.06.2019, issued by the Chandigarh Administration, in exercise of the powers conferred by Section 3 and Section 22, of the Capital of Punjab (Development and Regulation) Act, 1952, as adopted by the Punjab Reorgnization (Chandigarh) (Adaptation of Laws on State and Concurrent subjects) Order, 1968 and Rule 19 of Chandigarh Estates Rules, 2007 and all other powers enabling in this behalf, the Administrator, Union Territory, Chandigarh, in relaxation of the provisions contained in the Chandigarh Estates Rules, 2007 regarding charging of unearned increase, is pleased to extend the validity of the Scheme namely "Chandigarh Scheme for transfer of flats/dwelling unit in the Co-operative House Building Societies, 2018", upto 31.01.2020.

It is issued with the approval of Hon'ble Governor of Punjab and Administrator, Union Territory, Chandigarh.

Finance Secretary-cum-
Secretary Estate,
Chandigarh Administration.

CHANGE OF NAME

I, Krishana Devi Sharma, w/o Pushap Raj Sharma, r/o 3191, Top Floor, Sector 27-D, Chandigarh, have changed my name to Parveen Sharma.

[17—1]

I, Kunal, s/o Pawan Kumar, r/o H. No. 124, Khudda Jassu, U.T., Chandigarh, have changed my name to Kunal Janjua.

[18—1]

I, Shivani, d/o Surinder Singh, r/o H. No. 2292-A, Sector 20-C, Chandigarh, now residing H. No. 124, Khudda Jassu, U.T., Chandigarh, have changed my name to Shivani Janjua, w/o Kunal Janjua after my marriage.

[19—1]

I, Firoza Parveen, w/o Sh. Vakeel Ahmed, r/o House No. 121, BDC, Phase-II, Sector 26, Chandigarh, have changed my name to Firoza.

[20—1]

I, Gulshan Jahan, w/o Mukeem Ahmed, House No. 121, BDC, Sector 26, Phase-2, Chandigarh, have changed my name to Gulshan.

[21—1]

I, Gurdivinder Singh, s/o Harbhajan Singh, r/o # 1322/3, Sector 30-B, Chandigarh, have changed my name to Gurwinder Singh Dhillon.

[22—1]

I, Mohd. Akram Shahab, (Akram Shahab), s/o Shri Wali Mohd, r/o H. No. 3291/A, Sector 40-D, Chandigarh, have changed my name from Mohd. Akram Shahab (Akram Shahab) to Mohd. Akram.

[23—1]

I, Sunil Kumar, s/o Suresh Kumar, r/o 1787, Mouli Jagran Complex, Chandigarh, have changed my name to Sunil.

[24—1]

I, Anita Devi *alias* Nita Kumari, w/o Ajay Singh, r/o # 08, Block-109, I.T.B.P. Qtr., Sector 32-A, Chandigarh, henceforth be known as Anita Devi for all intents and purposes.

[25—1]

I, Dauly, w/o Rajesh Choudhary, # 466/2, Sector 35-A, Chandigarh, have changed my name to Dolly Choudhary.

[26—1]

I, No. 860090084 Inspector Tsaywang Narbu, s/o Tashi Yangjor, r/o Sakti Leh Ladakh, ITBP, TPT Bn-Behlana, Chandigarh, have changed my name to Tsewang Nurboo.

[27—1]

I, Sapna *Alias* Sapna Kumari *Alias* Kumari Sapna, *Alias* Sapna Wasan, w/o Lovkesh Wasan, # 195, Sector 38-A, Chandigarh, have changed my name to Sapna Raheja Wasan.

[28—1]

I, Harleen Singh, s/o Satpal Singh, r/o # 3067, Sector 23-D, Chandigarh, have changed my name from Harleen Singh to Princepal Singh.

[29—1]

I, Birbal, s/o Sh. Narata Ram, r/o # 107, Block Quarter No. 2, Sector 32-A, Chandigarh, have changed my son's name from Rahul to Keshav Chaudhary.

[30—1]

I, Wanni Malhotra, w/o Rohit Vigh, r/o 1189/8-C, FF, Chandigarh, have changed my name to Wanni Malhotra Vigh after marriage.

[31—1]

I, Anita, d/o Ram Kumar, w/o Pankaj Mohan Kansal, # 405, Sector 30-A, Chandigarh, have changed my name to Tamanna Kansal.

[32—1]

I, Dalip Rattan & Dleep Rattan, s/o Sita Ram Rattan, r/o H. No. 14, Police Complex, Sector 17, Chandigarh, have changed my name from Dalip Rattan & Dleep Rattan to Daleep Rattan.

[33—1]

I, Irasad, s/o Yakoob, House-123, Khuda Lahora, Chandigarh, have changed my minor son name from Aman to Suhel.

[34—1]

I, Radha, w/o Late Akhilesh, House 208, New Colony No. 2, Khuda Lahore, Chandigarh, have changed my name from Radha to Dheera Devi.

[35—1]

I, Kiran Chhabra, w/o Jagdish Sachdeva, r/o 6016, Duplex Houses (MHC) Manimajra, Chandigarh, have changed my name to Kiran Sachdeva.

[36—1]

नाम परिवर्तन

मैं लिपिका भट्टी, सुपुत्री पवन कुमार, मकान नंबर 32, एम.डब्ल्यू. इंडस्ट्रियल एरिया, फेज-1, चंडीगढ़ ने अपना नाम बदलकर लिप्सी भट्टी रख लिया है।

[37—1]

"No legal responsibility is accepted for the contents of publication of advertisements/public notices in this part of the Chandigarh Administration Gazette. Persons notifying the advertisements/ public notices will remain solely responsible for the legal consequences and also for any other misrepresentation etc."